

TIMELINE FOR A TYPICAL PROJECT

SAFE DRINKING WATER LOAN PROGRAM (SDWLP)

By December 31	By January / February	By April 30	By July / September	By March 15	By April 30
<p>Municipality submits its Notice of Intent to Apply (ITA, Form 8700-260) and Priority Evaluation and Ranking Form (PERF, Form 8700-265), postmarked by December 31, to the Bureau of Community Financial Assistance.</p> <p>Municipality passes a reimbursement resolution and an authorized representative resolution prior to the ITA and PERF submittal or as soon as possible thereafter.</p>	<p><u>By January 31:</u> Municipality submits an engineering report for the project to the DNR Bureau of Drinking Water and Groundwater.</p> <p><u>By February 28:</u> DNR reviews the PERF, confirms the priority score, notifies the municipality of the score, and publishes the project priority list.</p>	<p>Municipality must receive engineering report approval for their project from the DNR Bureau of Drinking Water and Groundwater.</p> <p>Municipality must submit biddable, approvable plans and specifications to the DNR Bureau of Drinking Water and Groundwater. The plans and specifications must be submitted in accordance with the Bureau of Drinking Water and Groundwater's guidelines and be <u>in-house</u> by April 30.</p> <p>Municipality submits a complete SDWLP application (Form 8700-262), to the DNR Bureau of Community Financial Assistance <u>postmarked</u> by April 30.</p>	<p><u>By July 1:</u> DNR project manager reviews application for completeness.</p> <p>DOA determines project affordability.</p> <p>DNR publishes SDWLP funding policies and draft funding list.</p> <p><u>By September 15:</u> Municipality submits Application for Rate Review to the Public Service Commission (PSC) for review and approval.</p>	<p>Municipality submits and DNR project manager reviews:</p> <ul style="list-style-type: none"> ✓ Legal statement of land ownership and/or easements ✓ Construction bidding documentation, including fully executed construction contracts ✓ MBE/WBE/SBRA good faith efforts documentation ✓ Proof of PSC approval of water rates and/or user fee system ✓ Intermunicipal agreement, if applicable ✓ All other required documents <p>DNR project manager prepares the Financial Assistance Agreement (FAA).</p> <p>DOA prepares amortization schedule.</p> <p>Bond counsel prepares bond resolution and closing documents.</p> <p>Municipality submits to DNR the first Request for Disbursement (Form 8700-215), including invoices.</p> <p>DNR project manager reviews first disbursement request for accuracy and invoices for eligibility of costs requested.</p>	<p>Municipality signs FAA and loan closing documents and returns them to DNR and the bond counsel.</p> <ul style="list-style-type: none"> ✓ DNR receives signed FAA. ✓ Bond counsel receives closing documents and forwards them to DOA. <p>DOA and DNR execute FAA.</p> <p>SDWLP loan closes.</p> <p>A minimum of 5% of the total loan amount or \$50,000, whichever is less, must be disbursed at loan closing.</p>